

FAIRFAX COUNTY GOVERNMENT

JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT



**Director,
Court Services**

ABOUT FAIRFAX COUNTY, VIRGINIA

Fairfax County is one of the premier centers of commerce and technology in the United States. Governed by a 10-member Board of Supervisors, it is among the highest income counties in the country. Located just west of the nation's capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia and continues to be a cornerstone within the regional Washington, D.C. economy. Fairfax County has been nationally recognized as a leader in government performance measurement, garnering the International City and County Management Association's Center for Performance Measurement Certificate of Excellence every year since 2009. The county continues to maintain an exception Triple A bond rating. Only eight states, 37 counties

(including Fairfax), and 37 cities hold this distinction.

With a large diverse and dynamic economy, Fairfax County is home to 11 Fortune 500 company headquarters as of 2020 & more than 400 international owned firms, and the largest concentration of technology jobs of any major U.S. market. Minority, women, and veteran-owned businesses make significant contributions to the economy and add diversity to the business community.

Fairfax County has an excellent school system and is a national leader in K-12 public education. As the 10th largest school division in the U.S. serving a diverse student population of more than 188,000 students, the public school system is one of the highest-rated school systems in America. The County is also a leader in higher education and houses the campuses of five major colleges and universities, including the main campus of George Mason University and Northern Virginia Community College.

Within Fairfax County, there are a total of 182 different languages or dialects spoken and 39.2% of residents speak a language other than English at home. Fairfax County's estimated population is 1,167,000 and grew 1.2% by the beginning of last year, adding about 14,100 residents. This makes Fairfax County more populous than eight states and the District of Columbia: Alaska, Delaware, Montana, North Dakota, Rhode Island, South Dakota, Vermont, Wyoming and DC.

Fairfax County employs over 12,000 FTEs in 63 departments throughout the organization. Fairfax County's FY2022 adopted operating budget is \$4.52 billion, including \$2.17 billion for Fairfax County Public Schools. The County's FY2022-FY2026 Capital Improvement Program (CIP) totals \$11.37 billion.



A few stats...

407
square
miles

1.1 million people

- Median age is **38**
- **32.1%** foreign-born
- **39.9%** (age 5+) speak a language other than English at home
- **61%** w/bachelor's degree or **↑**
- **\$118,279** median household income

• Established in **1741**

10 member Board of Supervisors

• **4** year terms

• **Urban County Executive**

form of government



ABOUT FAIRFAX COUNTY JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT

Vision

As public servants, lead the nation in delivering evidence-based, sustainable, and measurable services to clients in partnership with our community.

Build on individual and family strengths to improve client outcomes while remaining focused on public safety and promoting equal and effective justice.

Mission

The Court Services Unit provides efficient, effective, and equitable probation and residential services. We promote positive behavior change and the reduction of illegal conduct for those children and adults who come within the court's authority. We strive to do this within a framework of accountability, consistent with the well-being of the client, the family, and the protection of the community.

Core Values

Accountability

We are ethical in our decision making, follow policies and procedures, and accept responsibility for our actions. We hold ourselves and our clients responsible to ensure the protection of the community.

Collaboration

We commit to engage and to work in partnership with youth, families, adults, and stakeholders to ensure the best possible outcomes.

Diversity

We embrace diversity. We promote services for our diverse population. We develop and maintain a culturally competent workforce.

Innovation

We are committed to excellence. We implement the highest quality of services using practices which are driven by the most current trends, research, and technology.

Integrity

We are honest and fair in all of our professional interactions. We recognize the diversity of individuals and their viewpoints while treating everyone equitably and impartially. The youth, families, adults, and communities we work with are our first priority.

Passion

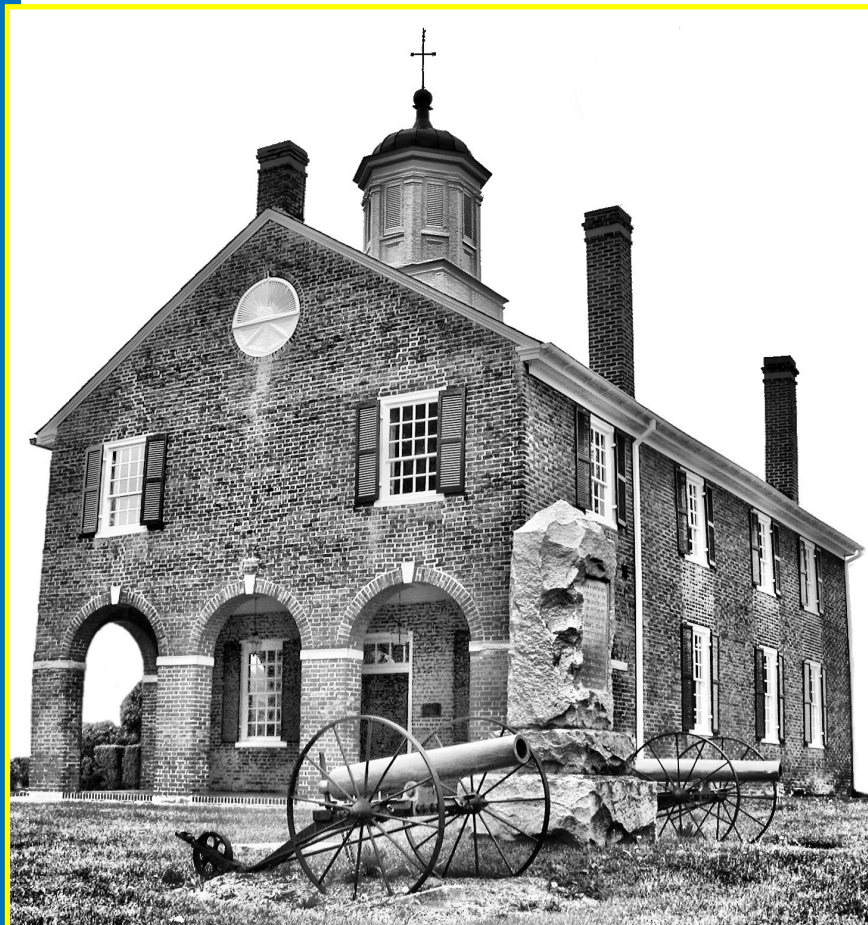
We are committed to fulfilling the agency's mission. We serve as representatives of the agency with dedication, enthusiasm and perseverance.

The Juvenile and Domestic Relations District Court (JDRDC) hears cases involving juveniles, crimes against juveniles, and family matters (except divorce) in Fairfax County, the City of Fairfax, and the towns of Herndon, Vienna, and Clifton.

Associated with each JDRDC is a Court Service Unit (CSU) which serves the court and manages the supervision and treatment of those who come before it. Under Virginia law, CSUs may be operated locally or these services may be provided by the state. This CSU is operated locally. That is, our judges and court clerks are employees of Virginia, while the CSU staff are employees of Fairfax County.

JDRDC STRUCTURE

Under the leadership of the Court Services Unit Director are three Deputy Directors and one Program Manager. The Deputy Directors serve as the Division Directors for Probation, Residential, and Operations. A Program Manager oversees the fourth division, the Alcohol Action Safety Program (ASAP).



Located at the intersection of Little River Turnpike (Rte. 236) and Chain Bridge Road, the Historic Fairfax Courthouse has stood here since construction was completed in 1800.

PROBATION SERVICES DIVISION

This division includes juvenile and domestic relations intake, mediation services, Stronger Together (a supervised visit and exchange program) as well as juvenile and adult probation services.

Intake: The Juvenile Intake Unit works with the police department, community professionals, and citizens to determine probable cause for juvenile delinquency (criminal) and CHINS (child in need of services/ supervision) cases. They use structured decision tools to determine if a case should be diverted or scheduled for court. The Domestic Relations Intake Unit provides services for family matters other than divorce, this may include, but not limited to protective orders, custody determinations, child support, and mediation services. Intake officers explain the court process, prepare petitions, and make referrals to other services.

Mediation: A way for families to work together to resolve conflicts with the assistance of a State Certified Mediator. Participation in the Mediation Program is ordered for appropriate Custody, Visitation and Support cases.

Probation Services: If the client is scheduled for court, they may receive pretrial services within both the juvenile and adult processes, where they receive assessments and referrals to understand what brought them before the court. If a client is placed on probation, probation officers assist the client in successfully meeting their terms of probation. All probation officers receive training and coaching to use Effective Practices in Community Supervision (EPICS) which teaches skills to clients to address their thinking and criminogenic factors. In addition, clients receive case management services to address the needs that brought them before the court.

Family Counseling Unit: Provides clients and families with individual and family counseling with experienced, licensed, and licensed eligible staff. The unit provides supportive counseling, skills, and interventions to address the issue that brought the client and family before the court and to prevent further involvement.

Stronger Together Program: Works to provide safe and supportive visitation and exchange services, allowing families the opportunity to build healthier relationships. The program encourages opportunities to strengthen the parent-child bond while avoiding unnecessary stress, complicated adult conflicts, and safety issues.

RESIDENTIAL SERVICES DIVISION

This division offers intense community supervision, as well as secure and non-secure placement options for juveniles who commit offenses demonstrating that they may be a danger to the community or themselves and are unable to remain in the community free from restriction.

Supervised Release Services (SRS): This unit encompasses the Outreach Detention, Electronic Monitoring and Intensive Supervision Programs. SRS primarily functions as a detention alternative

providing highly structured supervision, monitoring, and services to juveniles awaiting adjudication or final disposition of charges.

Residential Programs: JDRDC has 5 residential programs licensed under the Department of Juvenile Justice (DJJ). Program staff received trained in Cognitive Behavioral Skills (CBT) to impact and improve the thinking and actions of residents, whether placed temporarily or in a longer-term treatment program. Each of the programs offer education through Fairfax County Public Schools, recreational activities, visitations with family, medical support or management, and access to treatment to address mental health concerns.

The Shelter Care program is a community-based, non-secure, temporary care co-ed facility designed to provide court ordered youth between the ages of 10 and 17 with a safe and stable environment. The Juvenile Detention Center (JDC) is a 121-bed secure facility (currently staffed for 66 beds). The co-ed facility serves youth pending hearings or trials (pre-adjudication), awaiting sentencing (pre-disposition), or those serving a sentence (post-dispositional).

The three treatment programs provide an average of 6 months of individual, group and family residential treatment to residents and their family, followed by community treatment and support when they return home. Program staff include clinically licensed or licensed eligible staff who are trained in evidence-based practices to address mental health, substance abuse and trauma. The BETA program is a 12-bed secure program for males housed within JDC. Foundations and Stepping Stones are both 12 bed unsecure treatment programs. Foundations serves females and Stepping Stones serves males.

OPERATIONS

This division provides support personnel and programs to assist JDRDC in the work and initiatives. This includes information technology, human resources, finance, research and development, language access, victim services, volunteer/ intern support, special initiatives, and facilities management.



Research and Development: JDRDC is unique in having a small team of researchers to help collect and analyze data related to workload distribution, juvenile justice reform/ issues and supporting a data-driven Evidence-Based practice agency. In addition, the unit identifies, obtains and manages grant funding to further program development, while leading justice reform efforts.

Victim Services: They support victims and their families of juvenile offenders as they navigate through all stages of the court process and work to recover from the effects of a crime. All victims are treated with dignity, respect, and sensitivity. Services can include support/advocacy throughout the court process, assistance filing victim impact statements, statement of financial loss, and Virginia Victims Fund applications, restitution information, referrals and resources.

Language Access Program: Assists staff working with individuals for whom English is a barrier by providing volunteer and contract interpreters and translators. They help court staff provide appropriate services to clients and visitors in a timely manner. Services can be provided in person, virtual and telephonic services. Courtroom interpretation service include civil status hearings, protective order hearings, and criminal advisement hearings.

Volunteer/Intern Program: JDRDC works with approximately 220 volunteers, providing over 16,000 of hours of services to the agency and community each year. In addition, the program works with community partners to connect families to resources to meet the needs of clients and families.

FAIRFAX ALCOHOL SAFETY ACTION PROGRAM (ASAP)

ASAP is a criminal justice program using community and state services to reduce the problem of driving under the influence of alcohol or other drugs. Fairfax ASAP is one of 24 local programs in Virginia. The VASAP system is recognized as the model DWI program in the country.

ASAP identifies and provides appropriate services to offenders convicted of driving under the influence or other substance abuse related charges. ASAP has its own operating budget and collects fees for its services. They offer assessments and referrals to several Evidence-Based Practice programs, ignition interlock monitoring, and community education.

ADDITIONAL RESOURCES

For additional information on the agency please refer to the [JDRDC publications page](#). In addition, links to specific reports for reference are listed below:

[Guide to Court Services](#)

[Annual Statistical Report](#)

[Fairfax County JDRDC's Judge's Commitment to Equal Justice Under Law](#)

THE DIRECTOR OF COURT SERVICES POSITION

The Director of Court Services oversees a budget of approximately \$28 million dollars with over 330 positions. Under the direction of the Deputy County Executive for Health, Housing and Human Services, the Director leads, plans, and directs a variety of programs designed to promote the well-being of individuals of all ages and abilities, families, and communities. Works in collaboration with the Fairfax County Juvenile and Domestic Relations judiciary, Fairfax County Public Schools, Fairfax County Police Department, and other Health & Human Services agencies in strategic work associated with providing community safety, justice and rehabilitation; facilitating community engagement to identify areas of need and enhance capacity for community safety.

MAJOR AREAS OF RESPONSIBILITY

PROGRAM MANAGEMENT

- Manages the agency operations on a day-to-day and long-range basis to ensure that the needs of the youth and families are met, and the adequate level of services and support is provided equitably and efficiently.
- Plans and coordinates the advancement of court programs.
- Routinely meets with judges, state and county officials and management staff within the court to resolve complex administrative and policy issues involving casework and programs for all divisions.

- Meets with the Information Technology staff for both state and county to plan for future automation needs of the juvenile court.

POLICIES AND PROCEDURES

- Establishes and maintains agency policies and procedures to ensure compliance with laws and regulations related to court services such as Code of Virginia, Department of Juvenile Justice, Department of Criminal Justice Services and Virginia Alcohol Safety Action Program (ASAP) standards. Control their implementation, interpretations, and application to all programs in juvenile court.
- Keeps abreast of changes of related laws, research, best practices; analyzes details and project application and impact on the programs operations, and makes necessary modifications to the programs accordingly.
- Advises other agency representatives when court policy changes impact their respective organizations; and collaborates with agency partners to disseminate information on changes in the Code of Virginia or regulatory statutes.
- Manages movement of funds within the budget allocation, reallocation of personnel and planning for overall changes in the mission of the agency, when appropriate.

BUDGET DEVELOPMENT

- Formulates and justifies budgetary requirements, monitors budget execution and adherence to the target for all units in juvenile court, including Probation Services, Residential Services, ASAP, Court Administration and Judicial Support Services Unit.
- Works with Chief Judge and directors of Residential Services and Probation Services to review budget priorities and plans for overall agency budget submission.
- Responds to emergency issues as presented by the Board of Supervisors and senior management at the County Executive level to ensure that expenditures and fiscal management are within the budget allocation and minimize the impact for services to the court and public.

PUBLIC REPRESENTATION

- Represents the agency at conferences and meetings; responsible for all court services activities and communication with state and county officials and CSU directors.
- Meets with state and CSU directors on a quarterly basis; sits as the court's representative on Juvenile Court Citizens Advisory Council, serves as an appointed member of the ASAP Policy Board, represents the agency on interagency committees as required.

- Makes public speeches regarding juvenile and domestic relations issues before professional and civic associations and issues news releases; and responds to calls from media on sensitive and high-profile cases.
- Deals with state and federal officials involving youth and adult matters when issues of public concern are brought before the JDRDC and/or ASAP.

RESEARCH ANALYSIS

- Directs record keeping and report preparation; analyzes research data and advises and assists judges in the functional operations of the court.
- Reports to judges and county officials on emergency issues impacting services to the public; assists the Chief Judge and judges in developing and improving judicial operations to better serve the public.
- Works closely with the Clerk of the Court in planning and implementing policies and procedures relating to processing of complaints and effective scheduling of court cases impacting citizens, and public agencies, court probation and residential staff.
- Directs staff to apply for grants and demonstrative projects at state and federal level for new programs impacting all aspects of the JDRDC and supervises such grant activities.
- Responds and manages special inquiries and studies as directed by the state legislature, Department of Juvenile Justice, etc.

THE CANDIDATE

The ideal candidate for the Director of Court Services position:

- is a proactive, innovative leader with a successful track record of increasingly responsible experience in the field of juvenile justice, including an in-depth knowledge of, and a strong background experience working within, local, regional, state, and federal legislative mandates.
- has knowledge of the legal requirements and best practices in the areas of: juvenile justice, adult probation services, human services, community corrections, prevention services, family engagement, integrated service delivery, and inclusion.
- has extensive senior management level experience in managing and operating complex organizations and is a customer-focused individual with strong interpersonal skills.
- has proven experience establishing and maintaining effective working relationships with key stakeholders, including regional partners, human services agencies, public safety agencies, central school leadership, and community-based partners.

- has experience setting departmental strategic direction and providing oversight of strategic planning, operational implementation, data analysis, and evaluation efforts.
- cultivates the development and professional growth of staff and creates a culture of engagement and innovation.
- has demonstrated knowledge of leading the development of budgets and fiscal activities to ensure appropriate financial stewardship in accordance with local, state, and federal laws, statutes, and policies.
- has experience overseeing departmental workforce development efforts as it relates to established competencies.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED

Any combination of education, experience, and training equivalent to the following: A Master's degree in social work, psychology, sociology, counseling, criminal justice, public administration, or a related field; plus six years of progressively responsible professional experience in the areas of juvenile and domestic relations district court, child welfare program(s), or related field, including two years in a management/supervisory role.

More information on experience and education equivalencies may be found [here](#).

Necessary Special Requirements – The appointee to the position will be required to satisfactorily complete a criminal background check and credit check.

Compensation and Benefits - Salary is negotiable within an established range of \$108,707.25 - \$181,177.36 depending on the qualifications and relevant experience of the selected candidate. Fairfax County Government's total compensation package includes:

Medical and Vision	Employee Assistant Program	Flexible Work Schedule
Dental	Life Insurance	Retiree Benefits
Paid Leave (Sick and Vacation)	Employee Commuter Benefits Program	Discount Education Programs
Paid Holidays	Deferred Compensation	Employee Child Care Center & Fitness Center
Flexible Spending Account	Long-Term Care	





TO APPLY

Fairfax County uses an online job application system powered by NeoGov. To submit your application, go to <https://agency.governmentjobs.com/fairfaxcounty> and refer to **Job # 21-01430** when applying.

Deadline for applications is August 20, 2021 by 11:59 p.m. EST.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.

Fairfax County Department of Human Resources

12000 Government Center Parkway, Suite 270
Fairfax, Virginia 22035

703-324-JOBS 703-222-5872
703-222-7314 TTY

<https://www.fairfaxcounty.gov/hr/>



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